



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 05-007

To: Employee Administration Managers
Human Resource Directors

Subject: Implementation of Phase II Pay Schedules (AS, MS and SS)

Civil Service has completed their updates of all Administrative (AS), Medical (MS) and Social Services (SS) jobs. This is done in ISIS HR by the creation of a new *Job* Planned Compensation Infotype with the effective date of 09/09/2004 to 12/31/9999. State Personnel Manual Transmittal Sheet No. 410 issued by Civil Service includes the Phase II grids for these pay schedules. Please follow Civil Service's instructions on the proper walkover of employees.

NOTE: Employee basic pay records (IT0008) will not be programmatically adjusted for employees below the new minimum published rates.

Tasks you must perform in ISIS include the following:

- 1) Determine what *Position* Planned Compensation Infotypes exist and whether or not they are still applicable. Remember, the only reason a *Position* Planned Compensation Infotype should exist is if the position has a base supplement or an SER. We recommend that you complete all Position maintenance before you begin updating any employee records.
 - If a SER or Base Supplement existed that is no longer valid for the position, DELIMIT the Planned Compensation infotype effective 09/08/2004.
 - If a new SER or Base Supplement exists for a position, DELIMIT the old Planned Compensation infotype with an effective date of 09/08/2004. Then, CREATE a new *Position* Planned Compensation Infotype that includes the new valid data to be effective 09/09/2004 to 12/31/9999. **NOTE:** When creating a *Position* Planned Compensation Infotype, the data in the Salary Structure Box does **NOT** default from the *Job* Planned Compensation Infotype and must be directly entered. The pay grade entered must match the pay grade on the job.
- 2) Run ZP17 (***Pay Scale Group Exception – Job vs. Position report***) with the option "Pay Scale on Job not equal to Pay Scale on Position" selected to identify mismatches between *Job* Planned Compensation Infotype data and the *Position* Planned Compensation Infotype **data**.

The employee's Basic Pay Infotype (IT0008) inherits the information "P" Scale Type; "P" Scale Area, "PS" Group, and Level from the *Position* Planned Compensation Infotype (if one exists). Otherwise, these data values are inherited from the *Job* Planned Compensation Infotype. **For this reason, it is imperative that if a *Position* Planned Compensation Infotype exists, it reflects complete and correct data in the Salary Structure Box; otherwise, the employee's IT0008 will have problems.**

(Useful definitions)

Ctry Grouping **USA**.

Pay Grade Type **02** for Classified.

Pay Grade Area **L1** for State of Louisiana.

Pay Grade of Job (e.g., AS-601; AS-628; MS-501; MS-531; SS-401; SS-426).

Pay Grade Level Number representing the base supplement percentage – From To.

- 3) The Mismatch Report (**ZX02**) can be used to identify employees below the new minimum. Select the radio button for **OTHER DATE** and then key in **09/09/2004** as the value. The following checks are made:
- **IT0008 amount outside of pay grid MIN** – The pay AMOUNT on IT0008 is below the minimum for the employee's pay grade.
 - **IT0008 amount outside of pay grid MAX** – Employees listed are above the published maximum of the pay grid and pay level for the pay grade recorded on IT0008. The master records for these employees should be reviewed for accuracy. This does not always represent an error, as in the case of an employee who has been red-circled.

ISIS HR staff has noticed problems with missing data on the *Position* Planned Compensation record. **ZX02** identifies these errors. In addition, **ZP19** (Position Data by Personnel Area) identifies some of the problems since it retrieves data from the Position Planned Compensation Infotype. **For example:** when viewing ZP19 report output, if there is data present in the **SER Type** column; the **SER Rate Type Text** column, the **SER** column, or the **"P" Scl Lvl** column is blank, then the **"Salary Structure Box"** information is missing from the *Position* Planned Compensation Infotype. Remember, once you correct the Position Planned Compensation infotype, you must **CREATE** a new Basic Pay (IT0008) record in order for your Basic Pay to properly inherit these new data values. (Note: Only **CREATE** triggers the inheritance of this data, **CHANGE** or **COPY** does NOT.)

Please contact the ISIS HR Help Desk at (225) 342-2677 option 1, option 2, with questions or comments.

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c. Whit Kling, Deputy Undersecretary